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May 17th, 2022

To: All Direct Outpatient Psychiatric Services
From: Carmen R. Serpa MD, Chief Medical Officer

RE: Multidisciplinary Team Huddles

The Office of the Chief Medical is requesting that as a best practice designed to improve communication among treatment team members and help support staff, all direct clinics implement multidisciplinary team meetings/huddles daily as part of their operational routine.

These meetings/huddles offer the members of a treatment team (psychiatrists, case managers, therapists, nursing, supervisors or supervisor’s designee) ability to share concerns about their person served with the team, get team feedback on challenges identified in treatment, help improve clinical skill, and promote collaboration among all disciplines.

During the meetings/huddles, teams shall discuss the cases to be seen on a given doctor’s calendar the day of or in advanced to their appointment, discuss any areas of concern for those cases and have team members collaborate on what is needed of each discipline (i.e documentation, record requests, labs, AIMS, recurrent follow-ups, authorizations, crisis plans or PCP updates, etc.) for an appropriate delivery of care.

This Office delegates to the authority of each Clinic Supervisors to determine how these meetings are going to be set up internally in their own clinics and how the staffs’ schedules are going to be arranged to guarantee their meeting participation on consistent basis. The teams are to maintain an agenda of the cases being discussed and report on those as determined by the authority of the Office of Community and Behavioral Health Services. If your clinic is not doing this already, the CMO requests the implementation of these effective 5/23/22.

